



ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

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Microfiche Shipments Skyrocket: Efforts to Clear Backlog; New Procedures Lead to Confusion

The Library Programs Service recorded a banner year for microfiche conversion and distribution in fiscal year 1991, which ended on September 30. During FY 1991, 17,072,762 copies of 35,251 microfiche titles were distributed, an increase of 12% over the number of copies distributed in FY 1990. Depository librarians will have noticed that the pace of distribution accelerated toward the year's end. In August and September, the final two months of FY 1991, 23% of the year's titles were shipped, compared with 17% during the same period in FY 1990. During the past fiscal year, 2,821 microfiche shipping lists were prepared, up from 1,017 lists in FY 1990. This dramatic increase may be attributed in part to the number of "separate" packages appearing on single item shipping lists. Having the contractors package the microfiche in mailing envelopes reduced the amount of LPS staff time required to prepare microfiche for shipment.

In spite of the large increase in the copies distributed, claims for microfiche decreased by 18.3%, from 23,852 in FY 1990 to 19,468 in FY 1991. The number of claims received as a percentage of the total number of copies distributed is 0.22%. This finding suggests that the publications distributed by LPS were received correctly in the libraries over 99.7% of the time.

Even with the increased conversion and distribution of microfiche, LPS operations and services to both its domestic and international customers continue to be adversely affected by the default of the microfiche contractor in August 1987. As of August 1991, a inventory of the materials on hand in LPS determined that 19,176 publications were backlogged awaiting conversion to microfiche. The backlog substantially exceeded the number of titles GPO believed to be on hand. Additional resources were made available to LPS in an all-out effort to eliminate this backlog by March 1992.

A dedicated task force was established in August to resolve the "microfiche situation." Several short term solutions have been implemented, such as using staff from other organizations to prepare print orders, having the inventory team prepare microfiche shipments, combining several "separate" packages with the same item number onto one shipping list, and having the date on the shipping list inserted by the Depository Distribution Division.

The short term changes focused on increasing contractor capacity and on increasing productivity of the Micrographics Section. We are developing an interim computerized inventory system for use until GPO implements ACSIS (Acquisition, Classification, and Shipment Information System).

Longer term solutions include increasing the staff of the Micrographics Section. Perhaps the most important long term development is the increased emphasis being placed throughout GPO on the implementation of ACSIS in 1992-1993.

To date, significant progress has been attained. The backlog of titles awaiting conversion has been reduced by over 60%, with little more than 7,000 remaining to be converted as of November 1. Since distribution follows conversion, many more titles remain to be distributed. During October, 4,849 titles were distributed in microfiche, or more than 2 million copies. Depositories should expect this high rate of distribution to continue through November, then taper off from December through approximately March 1992.

Throughout this process LPS has tried to remain sensitive to the potential impact on the depositories. Nevertheless, stepping up the processing volume to this extent has resulted in some difficulties for all parties involved. For example, one of the changes which saves a great deal of LPS labor has proved burdensome to some libraries. This is the practice of combining multiple single-item shipping lists onto a single shipping list form, often with gaps in the numerical sequence. We regret the inconvenience this practice has caused. However, it is imperative in the interest of eliminating this backlog and delivering the information to the libraries, that LPS be able to effect operational efficiencies.

Although LPS is pleased to have been able to reduce this long-standing backlog, an unintended by-product of this accelerated pace has been an increased occurrence of distribution glitches. LPS is taking immediate action, such as checking the contents of every pre-packaged shipment against the shipping list, to improve the accuracy of the microfiche conversion and distribution functions.

Coping with the Flood - What Depositories Need to Know

LPS has been receiving reports from depository librarians which indicate a significant level of confusion has resulted from recent changes in LPS' procedures, particularly with numbering systems. LPS believes that most of these problems are linked to the change in LPS' internal control number assigned to microfiche shipments. On October 1, LPS began using a new internal control number for microfiche shipments, beginning with 92-001. **Depository library staff should ignore this LPS internal control number, and refer only to the shipping list number.**

Specific questions which have been raised include:

1. Why do the shipping lists arrive out of numerical sequence, with gaps in the numbering?

Answer: This is not a new condition, but it has been happening much more frequently since up to three different groups of GPO personnel have been making up microfiche shipments and assigning numbers. Shipping list numbers are now being assigned just before distribution, in order to permit distribution in

shipping list number order, without gaps.

2. The shipping list number does not match the number on the package of microfiche [or, I received microfiche without a shipping list, or a shipping list without any microfiche]. Why?

Answer: In the cases about which LPS has been notified, the contents of the microfiche shipment matched the shipping list, even when mismatched numbers appeared on the packages. This situation has two causes. First, the change in LPS' internal control number to a format similar to a shipping list number is confusing. Library staff should ignore the LPS control number. Second, under the terms of microfiche contracts, LPS required the contractors to obtain a shipping list number from LPS and write it on the package. This preassignment often resulted in problems, and has been discontinued through contract modification.

Depository library staff should open the packages in a microfiche shipment and verify the contents against the shipping list before claiming or contacting LPS. If problems occur, contact Carl Redd, Chief, Depository Distribution Division, Stop SLD, Washington, D.C. 20401. Phone: 202-512-1014. Claims Fax: 202-512-1431 or 202-512-1429.



Happy
Thanksgiving
Day!



Federal Information Dissemination Policy and the GPO

Remarks by Wayne P. Kelley, Superintendent of Documents, for the Association of Information and Dissemination Centers Fall Meeting, Boston, Massachusetts, Monday, September 23, 1991.

I came to appreciate the value of Government information long before I came to the Government Printing Office. Its importance to business, to science, to law, and to the maintenance of our democratic society can hardly be overstated. What's new, and puzzling, since I started at GPO is how anyone can expect to receive something of value for nothing. The recipient may get it without charge. But not without cost, someone is going to pay the freight along the way.

As Bruce Morton, a dean of Public Services at Montana State University pointed out, value delivered free seems a contradiction in terms.

The key to understanding this contradiction is to understand Federal information policy. And the key to understanding Federal information policy is to bear in mind that it is based on printing technologies. The emergence and spread of electronic publishing technologies overtook these policies in the last decade. The Government's information dissemination programs have been left in disarray. That disarray is the result of the profound differences the new publishing media caused in the products themselves -- differences in the kind of information that is presented, the amount of information that is presented, differences in how and where the information is used, and differences in who uses it. Meanwhile the old principles underlying the Government's dissemination policies remain intact.

The core principle is that the public has paid for the collection, compilation, and publication of Federal information -- and should have access to it without further cost. This is the principle on which the Depository Library Program is built. This principle also provides that if a person wishes to own a copy of a Government publication, it should be available to him at only the additional cost of reproduction, shipping, and handling. This is the basis of the Documents Sales program.

For 120 years, Congress applied this principle through the policies set forth in Title 44 of the US Code. The dissemination provisions of Title 44 are a model of simplicity: when it was written, the only way to publish was through printing, so the law required all printing to be obtained at the Government Printing Office. At the GPO, the same law required that each title be cataloged and classified, and extra copies printed for the Depository Libraries and the Sales Program. The net result was that all publications were listed in the Monthly Catalog, copies were provided to hundreds of Depository Libraries across the Nation, and copies were made available for sale to the public. And the only charge to the publishing agencies was the cost of printing.

Over the years, waivers and exceptions were granted, and this somewhat diminished the comprehensive scope of the program. But, by-and-large, it was a simple matter to find out what the Government had published and where to find it.

Obviously, the policy of controlling Government publishing by controlling printing began to unravel as electronic publishing became feasible. Two factors contributed to this unravelling, with some overlap between them. First, some agencies wanted to sell their own publications. They were convinced they could sell more copies than GPO. And, in an era of sharply reduced budgets, sales revenue was seen as a handy way to supplement shrunken appropriations. The other factor was confusion. The terms "information" and "publication" were used loosely and interchangeably. Today it is generally agreed that a "publication" is a collection of information intended for public distribution. The term "information" includes publications, as well as data that is not intended for public distribution. But 7 or 8 years ago, it wasn't realized that the datasets being sent out on duplicate magnetic tapes were actually publications. In the early 1980's GPO's own General Counsel ruled that for the purposes of distribution to depository libraries, such products were not publications.

Remembering that current dissemination policies are based on printing technologies, this ruling came about as the result of sales of duplicate page negatives. As we all know, most Government publications are not protected by copyright, so GPO receives a small but constant number of requests

from private companies for duplicate page negatives. The companies use these negatives to reprint Government publications. Our Production Department duplicated negatives in storage at cost plus a handling surcharge. In the 70's electronic photocomposition replaced the old hot metal typesetting machines and soon thereafter, GPO began receiving requests for duplicate copies of the composition driver tapes. Following the practice established for duplicate negatives, the tapes were duplicated by the Production Department at cost plus a handling surcharge. The thinking at the time was that the tapes were reproducibles like negatives, and it was this view that our General Counsel took when he issued his opinion that such tapes were not publications.

... this year, GPO's General Counsel issued an opinion that not only are electronic information products to be considered publications, but that the Depository Library Program bears the financial responsibility for their dissemination to the Depositories. This opinion is a landmark for GPO ..

Of course GPO recognized early on that the duplicate tapes were not being used to drive composition equipment. In the mid '80s, GPO began to address the issue that was created by the use of these tapes to build databases. GPO had to ask itself if a product is defined by the way it is used. And it was realized that the change in medium had precipitated new uses for the product and that these new uses indeed redefined the product. What was a reproducible on celluloid had become an information product on magnetic tape. So the tapes no longer represented a graphic arts service -- they had become information products in their own right. It was at that time that responsibility for the sale of magnetic tape was transferred from the Production Department to the Superintendent of Documents Sales Program, where it remains today. And this year, GPO's General Counsel issued an opinion that not only are electronic information products to be considered publications, but that the Depository Library Program bears the financial responsibility for their dissemination to the Depositories.

This opinion is a landmark for GPO -- not only does it mean a congressional subsidy of alternative methods of delivery to the depositories, but also that free and timely access

to electronic products is guaranteed -- and that untimely or restricted release of publications or cataloging data will be protected against.

But even with these clear marching orders to develop our electronic dissemination capabilities, the public policy framework in which we must work is still based on printing technologies.

I suspect that any time a policy vacuum occurs in an area with many stakeholders, a profusion of conflicting proposals is the normal result. That is certainly the case for information dissemination policy. In this session of Congress alone, three bills concentrating on Federal information dissemination policy have been introduced:

- 1) Congressman Charlie Rose introduced the GPO Wide Information Network for Data Online Act of 1991, known as GPO WINDO. This bill has the backing of the American Library Association. It would require GPO to take a gradual course of action to become a focal point of public access to a wide range of Federal electronic databases.
- 2) Senator John Glenn introduced the Federal Information Resources Management Act. This bill would reauthorize OMB's Office of Information and Regulatory Affairs and move responsibility for the flow of Federal information products from GPO into OMB.
- 3) The Paperwork Reduction Act of 1991 was introduced by Senator Sam Nunn. Senator Nunn's bill would also reauthorize the Office of Information and Regulatory Affairs but does not propose giving responsibility for dissemination to OMB.

A number of policy proposals have also been made indirectly and in other venues:

- 1) The White House Conference on Libraries and Information Science, held this June, issued a series of 19 recommendations under the heading "National Information Policy." Among them is one to establish an Advisor on Information Policy to the President. Another would require library participation in all governmental action related to information technology. A third would increase funding of the depository library program to ensure it receives all Government information, regardless of format.
- 2) The proposed revision of OMB Circular A-130 was withdrawn after criticism of its reliance on the private sector to discharge the Government's dissemination responsibilities. I hear yet another revision may be issued in January.
- 3) Congressman Robert Davis ruffled feathers by proposing a 35 cents-per-minute charge for access to a Federal Maritime Commission database of tariff information in lieu of a tax on recreational boat use.

- 4) DOD's years-old proposal to put the Federal Supply Catalog on CD-ROM drew new fire from Congress and the businesses that currently buy the data on tapes from NTIS and sell it back to DOD as an online service.
- 5) Congressman Tim Valentine introduced a bill known as the American Technology Preeminence Act of 1991. It directs NTIS to study the feasibility of a full inventory of Government information products and services. This capability would be given to OMB in Senator Glenn's bill. And, of course, GPO has a mandate to publish a comprehensive Monthly Catalog of Government Publications. That adds up to three inventory systems in three different agencies.
- 6) Senator Albert Gore, in the High Performance Computing Act of 1991, proposes the National Research and Engineering Network, or NREN. NREN is a Government-wide fiber optic network. It would link computers at Government sites all across the country and it would cost a billion dollars. The Gore bill and a similar House bill are in conference.

A lengthy process of sorting and refining all stakeholders' needs, and balancing them against the public good will have to take place before a national policy can emerge.

The permutations, variations, and possibilities implicit in these proposals and others offered in the last couple of years are too numerous and varied to be considered today -- or even this week. A lengthy process of sorting and refining all stakeholders' needs, and balancing them against the public good will have to take place before a national policy can emerge. But I'd like to look down the road at the spectrum of concepts being proposed for the role of the Government Printing Office and talk about three possible policy scenarios. Two represent what I consider the poles of the spectrum and the third splits the difference to arrive at a middle ground.

First: Doing Nothing

The first possibility is the continuation of the status quo. Under this scenario, GPO has central responsibility for printed publications, and electronic publications continue to be subject to dissemination by whatever means each agency publisher chooses. And anyone looking for a specific piece of information without a solid reference to its title and publisher will need luck and the services of a good public documents librarian.

As electronic media gain an increased share of publishing, the sources of Government publications would become increasingly diverse. Even if a comprehensive bibliographic database is authorized, a person looking for information on energy conservation in the home, for example, might have to contact EPA, HUD and Energy, as well as GPO and NTIS, to obtain the publications he needs.

And the prices he would have to pay for such information would vary tremendously, depending on whether the publisher recovers only reproduction cost, or includes editorial costs, or even editorial and program costs.

If volumes decline, economies of scale would be lost, and prices would be increased. If decentralization continued, coverage of the range of Government publications by the depository library program would be reduced and so access to Government publications would be diminished.

Eventually the cycle of decreased demand and higher prices would result in publishers sustaining unrecovered costs on a continuing basis, or in discontinued publications. The Government's publishing program would cost more and produce less.

Obviously, I consider this the least desirable policy option.

The Second Scenario: GPO As A Window - Or Focal Point

At the other end of the spectrum is the GPO WINDO bill. If this bill were passed by both houses of Congress and signed by the President, what would be the result? Well, there are a lot of opinions about that. I don't think it can realistically be expected to produce complete consolidation of the Government's dissemination activities, although I do think it would centralize a large majority of it. But that would be after an intensive development period. Estimates of the length and cost of this period vary. I'll give you an idea of what we'd have to do. Today we are premastering CD-ROM disks, contracting for their replication, cataloging them, distributing them to the depositories, and selling them. So that's done. And today we offer an Electronic Bulletin Board service to the depositories. Project Hermes is such a service. We put the Supreme Court's opinions up on a bulletin board and depositories call up and get a full text printout of the opinion before the story hits the news wires. To sell a service like Hermes to the public would require a substantial additional investment in equipment, software, and training. But we could probably get it done within a year.

Online distribution services are another matter. Today we have none. If there were room on our agency mainframes for a publication database, we'd still have to buy software and equipment, lease phone lines, and train employees before we could even offer access to depositories. The appropriation for the Depository program would have to cover all telecommunications costs but, to stay within budget, they would have to be limited somehow. An allocation scheme would have to be devised and agreed to.

But, in most cases GPO would probably not put publication databases on its own computers. Instead it would either administer sales of access direct from the publisher's computer or act as a gateway. Individual arrangements would have to be made with each agency and, for the first years, each new product and service would represent a new challenge.

This gives you an idea of the task the WINDO bill would involve. But, even after a decade of this sort of intensive development, the result would not be a comprehensive

collection of Government publications for public dissemination. Waivers and exceptions probably would be granted in special circumstances and, as the popularity of desktop publishing grows, field publishing will become less controllable, not more.

On the positive side, WINDO would make it easier for the public to determine what the Government has published, and to obtain access to publications. The Monthly Catalog would be substantially more complete, and depository libraries would be better able to help patrons. The goal of individuals being able to call up an agency's electronic publications on home or office microcomputers would be realized.

Under the WINDO bill, costs to the Government for free distribution to Depositories would likely be high, even with a budget dictating limited access. Costs to the public for tapes, disks, and access time would be quite reasonable, particularly after the start-up period.

Now the Third Scenario: Somewhere In Between the Other Two

The third scenario is the middle ground between the WINDO bill and the status quo. Here, GPO's authorizing legislation, Title 44 of the US Code, would be amended to clarify its definition of the word "publication," by stipulating that electronic products and services are "publications." Government publishing agencies would be required to provide the depository libraries with access to electronic publications and the Superintendent of Documents with cataloging information. The Superintendent of Documents would be expressly authorized to sell electronic publications and the Depository Library Program would be authorized to charge the costs of depository access to the depository appropriation.

In this policy scenario, the simplicity that graced the original provision for dissemination of Government publications would be restored, mostly. Comprehensive cataloging and classification would be provided for. GPO would automatically catalog publications obtained through GPO and the publishing agencies would supply cataloging data for publications obtained through other sources. The cost of providing depository access to electronic publications would be borne by GPO's appropriation, if they had been obtained from GPO. Costs of depository access to electronic products and services obtained outside of GPO would be the responsibility of the publishing agency.

This policy framework would produce a bibliographic database as comprehensive as realistically possible; it would provide the depository program with a collection as complete as realistically possible. It would allow publishing agencies their choice in procuring replication services. And it would allow them to sell their own electronic information products and services if they wished.

The publishing agencies would have a system in place to provide for their cataloging and depository responsibilities -- automatically and without additional charge -- if they wished to use it. They would also have in place a system that could adopt the sales projects they no longer wished to operate -- an alternative to discontinuance.

The public would be served by the availability of a good bibliographic database and ready access to Government information products at the 1400 depository libraries nationwide. Sales products would be priced at the marginal cost of replication and distribution.

The economies of scale would be nearly as great as is presently realized through the consolidation of printing. The public/private partnership that has developed over the years would be better defined and less volatile. Seen in its entirety, the Federal publishing program would be more efficient and better coordinated.

To be sure, this scenario is not perfect: we would have to continue our vigilance in locating products that miss the cataloging and depository steps during publication. And the resulting programs still would not be comprehensive. A customer searching the bibliographic database could not be certain that all Government publications had been covered.

But for all its imperfections, this policy embodies what I call the practical policy of the possible. Within this sort of policy framework, Documents programs could be brought to full electronic dissemination capabilities through a plan built around measured growth, accountability, and the importance of customer service. And, we could begin with modest projects, and with projects alike enough to be run on the same systems. And we could take care not to duplicate existing products and services.

The Role of the Private Sector

Which brings me to the subject of public/private partnership. Until a few months ago, my entire adult working life had been in the information industry. I've looked at the grass on both sides of the fence and I can tell you that the other guy's does always look greener.

The Government has a responsibility to see that its publications are made available to the public. The Government may use the private sector to achieve that goal. But it cannot turn over the ultimate responsibility to the private sector. Private companies have a fundamentally different mission: to make money for shareholders. The Government's obligation is so basic that fiscal disincentives are not permitted to influence the discharge of its duties.

Failure to recognize this fundamental distinction was largely responsible for the collapse of OMB's attempt to revise Circular A-130. Their next draft probably will be based on the primacy of the Government's responsibility in this area. A satisfactory arrangement can be worked out between Government agencies and private vendors. But it will take working out. It is clear that Government will not be permitted to grant information monopolies, in fact or in effect.

A personal note. I have been Superintendent of Documents for only five months. But I think I know enough at this point to say that some fears about competition from the Government are exaggerated. At GPO, I can't control the content of what I sell, or

when it's published, or its price -- I have to follow the cost-based formula in Title 44. In addition, my products can't be copyrighted - they are immediately available to any competitor - my mailing lists are for sale. I can't market aggressively against my competition, and I can't limit sales to my best customers or cut losing product lines. Think about it this way. If you are going to have a competitor - you could do a lot worse than having me.

Government will rely on private sector information providers to continue to do what they've always done best -- to innovate, to segment markets, and to respond quickly to the special needs of those segments. Because of the fundamental difference in its mission, the Government will always create opportunities for companies that are perceptive and quick. Under any realistic national information policy, the Government will make use of the flexibility and speed of private companies to help with the enormous, and growing, job of disseminating its publication products and services. And under any realistic information policy, the companies that invest in developing products and markets would need not fear a Government threat to their investment.

Under any realistic national information policy, the Government will make use of the flexibility and speed of private companies to help with the enormous, and growing, job of disseminating its publication products and services.

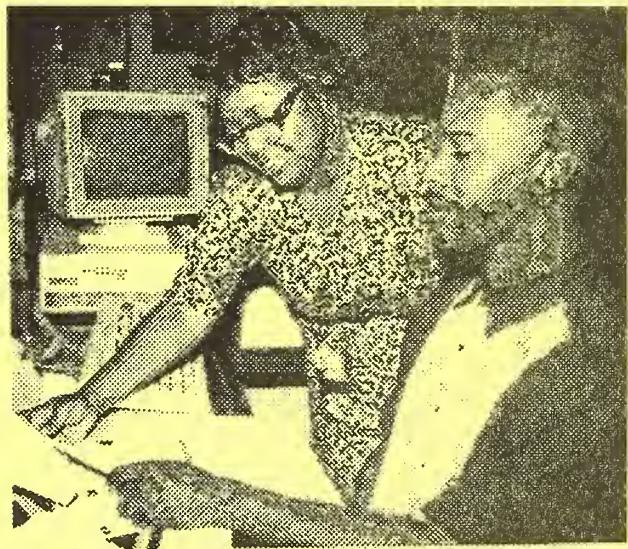
In closing, I'd like to say that I know I won't get my choice of policy options. The process of policy-making involves accommodating many points of view. So we at GPO will prepare ourselves to shift our goals and our means of attaining them to conform to whatever policy framework we are given. I do think that we will get a new

policy. The most unlikely outcome is the one I consider bleakest -- continuation of the status quo. It seems very evident that all involved -- Congress, the publishing agencies, the library community, the information industry -- are agreed that change is necessary. Let's hope that change comes soon, and that it is definitive, fair and provides us all a framework to work together.



Photo Gallery

Delorice Taft keys shipping list into computer while Beverly Richardson looks on.



Shirley Lewis and Gary Landis check microfiche against typed orders.



The Acquisitions & Classification Section staff includes, left to right, Joan Robertson, Steve Wiggins, George Murphy, Ashok Malhotra, Viola Lucas, and Ed Loughran.

Photos by Jim Brown

ELECTRONIC CORNER

Some time ago, the **Electronic Corner** posed a question from a depository librarian who wanted to know about possible sources of funding (other than LSCA money) for the purchase of equipment. The library wished to provide access to information products and services being provided through the Federal Depository Library Program but couldn't afford to purchase a personal computer, software, a CD-ROM reader, and other necessary items.

Although no response to this query has been forthcoming from readers, a publication has come to my attention that may prove useful. Federal Grants for Library and Information Services: A Selective Guide is available from the American Library Association (ALA) for \$5.00 (prepaid) and a return mailing label. Send the order to:

ALA Washington Office
110 Maryland Ave., N.E.
Washington DC 20002

The following is the third in a series of depository search guides prepared by the staff of the library at the University of California, Riverside. Lynne Reasoner, Government Publications Librarian, sent them to the **Electronic Corner** for sharing with readers. The following guide covers the Congressional Record on CD-ROM.

Congressional Record

(Program takes a long time to load. The first screen to appear will be a table of five functions. After a short while the outline screen will appear.)

Searching by keyword

1. Press: Control and S.
2. Fill in screen.
 - A. If you do not wish to search all fields, select field to be searched. Press: PgDn. Move highlight bar to desired field. Press: Return. (If you do not make a selection, press: Escape.)
 - B. Type in the term to be searched.
Truncation: One character, use: ?
More than one character, use:
 - C. Repeat with next lines, as appropriate. Each line means the program will use the Boolean operator AND.
 - D. The Boolean operator OR may be used within a line. It is represented by a

comma in the search statement. (Example: AIDS, Acquired Immune Deficiency Syndrome, SIDA).

E. When searching for names, do not use a comma between first and last names. The comma is used for the Boolean operator OR.
 Examples: Carter James, James Carter
 - This searches for James Carter or Carter, James.
 Carter J?m*, J?m* Carter
 - This searches for James Carter; Jimmy Carter; Carter, James-, Carter, Jimmy.

F. To search the When Speaking field, use only the last name of the Congressman. The first name does not usually appear in the text.

G. Bill numbers need to be entered in quotations. See Appendix II of the manual.

H. Once you press return after filling in a line in the search screen you cannot return and change the line. You may clear the entire screen by pressing F3, then choosing C (Clear query).

3. To start the search, press: Control and B

- The machine displays: "Searching....."
- Numbers of hits flash on the screen and are gone.
 Try to watch these to identify words for which there are no hits (so you can try another search).
- When the search is complete, the "Searching ..." message disappears. The cursor moves back up into the search statement area.

4. To view the results of a search

- Press: Control and 0.
 The program will display the outline.
- Once you are in the outline, press: Control and Q. This limits the outline to items relevant to the search.
- Find a heading in which you're interested. Place the highlight bar on the heading. Press: Insert.
 (You will need to do this for each heading which looks relevant.) Document name(s) will now be displayed.

5. To view text of a document

- Move highlight bar to document name (there will be a page number).
- To view text of the document press: Control and B.
- In the text you may find the part of the document with the term(s) you searched by pressing: Tab. You can continue pressing Tab until you reach the last occurrence of the term in the document. You can go backwards by pressing: Shift and Tab.

6. To see the next document on the list, either

- Press: Control and N
 This Places the cursor in the text of the next document.
 or
- Press: Control and 0.

This places the cursor back in the outline. To select additional documents for viewing, begin at step 4.C. above.

7. If the search resulted in no hits, the search screen will be displayed. You may type in another search.
8. If your search had some hits, you have to restart the program before entering another search. To do this:
 - A. Press: F2.
 - B. Choose R (Restart).

This is a slow process. You cannot tell that the program is responding. Wait; do not Push additional keys. The program will try to act on commands from the keys after it restarts.

Note: Searching under index subject field on the search screen usually takes less time than going through the index of Proceedings as an outline (contents).

Use as a table of contents (or index) and then move to full text:

1. Press: Control and 0 (If you are already at the outline screen, this is not necessary.)
2. Move highlight bar to your choice of:
 - Index to the Proceedings
 - History of Bills and Resolutions
 - Proceedings and Debates of the Senate
 - Proceedings and Debates of the House of Representatives
 - Daily Digest
 - Lobby List

A. Index to the Proceedings

1. Press: Insert
This displays the letters of the alphabet.
2. Move the highlight bar to the letter of your choice. Press: Insert
This displays the index headings.
Use the up and down arrows, PgUp and PgDn, home and end keys to move to the heading you wish.
This can take a very long time. It may be easier to use the search screen.
3. Press: Control and R
Entries under the subject heading will be displayed.
4. Move cursor to page number you wish to see.
Press: Control and J
Full text will be displayed.
5. The program may show this message: "Reference item could not be found." This means the page number you wish to find is on the other disc. To see this page number you will have to quit, insert the other disc, and repeat steps 1 through 4. To get out of the message box press: Return Return. When you get back to the

entries display, DO NOT move cursor horizontally. There is a software problem which will lock the computer. Move the cursor vertically first.

6. To return to the index entries:

- a. Press: F5
- b. Select option L (Leave Xref)
Move highlight bar to L. Press Return.

B. History of Bills and Resolutions

1. Press: Insert
2. Move highlight bar to the section of your choice.
3. Press: Insert
4. Use up and down arrows, PgUp and PgDn, home and end keys to move to the bill or resolution for which you are looking.
5. Move highlight bar to your choice.
6. To see history of the bill, press: Control and R.
7. To return to outline, press: Control and 0.

C. Proceedings and Debates of the Senate

Proceedings and Debates of the House of Representatives

Extension of Remarks

1. Press: Insert
Dates are displayed.
2. Move highlight bar to the date of your choice.
3. Press: Insert
Contents for the issue are displayed. Use up and down arrows, PgUp and PgDn, home and end keys to view contents.
4. Move highlight bar to the section you wish to view. Press: Control and R.
This will display the full text from the Congressional Record.
5. To move back to contents, press: Control and D.

D. Daily Digest (Available on Disc 2 only)

1. Press: Insert Dates are displayed.
2. Move highlight bar to date of your choice.
3. Press: Control and R. Text will be displayed.
4. To return to contents, press: Control and 0.

E. Lobby List (Available on Disc 2 only)

1. Press: Insert
Issue dates are displayed.
2. Move highlight bar to your choice.
Press: Insert
Move highlight bar to your choice of Registrations, Quarterly Reports, or Amended Quarterly Reports.
3. To view text,-press: Control and R.
4. To return to contents, press: Control and 0.

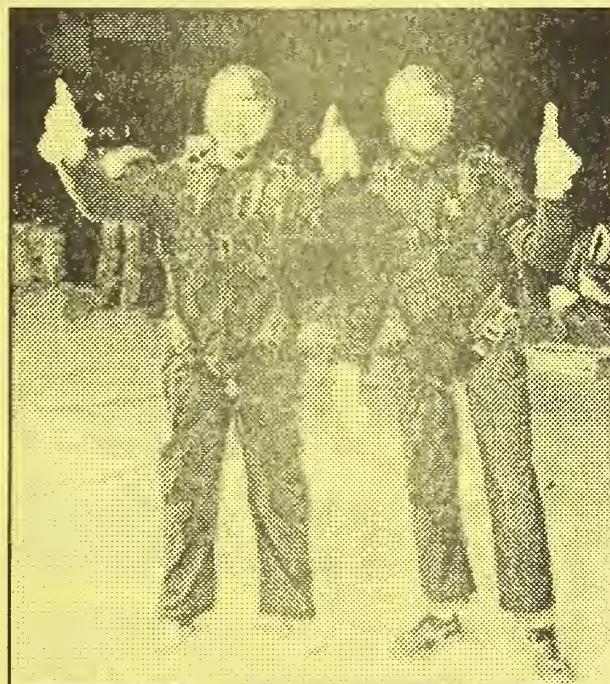
General notes:

1. Undo Insert with the Delete key.
2. To leave the database: press F2. Then choose the Q (Quit) option. (Move highlight bar to Q and press return.) The program responds with a message box asking if you really wish to quit. Press return so that "OK" is highlighted. Press return a second time.
3. Function keys:
F1 ---- help
F2 ---- start and stop
F3 ---- Search
F4 ---- Outline
F5 ---- Read

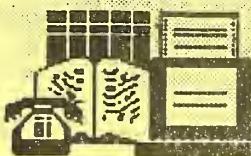
When you press a function key, a menu will be displayed on the screen.

If you have helpful hints or thorny challenges that you would like to share, send them along to: Jane Bartlett, **Electronic Corner**, U.S. Government Printing Office, Library Programs Service (SL), Washington DC 20401. Those who prefer to communicate by phone or fax, note the new numbers: Phone: (202) 512-1003; Fax: (202) 512-1432.

Sky-Diving Inspectors May Drop In!



Mike Clark and Joe McClane just before their [successful] sky-diving venture in Virginia.



Public Access to EPA's Online Library System (OLS)

The Online Library System (OLS) is the computerized card catalog of the EPA library network. It consists of several related databases that can be used to locate books, reports, and articles on a variety of topics. The material in OLS is updated every two weeks. It can be searched by numerous access points, such as title, author, and keyword.

Books - Reports - Journals

Air Quality	Global Issues	Health Effects	Hazardous Waste	Laboratory Methods
Pollution Prevention		Toxic Substances	Translations	Water Pollution

For more information on the availability of materials and assistance with the Online Library System, ask a Reference Librarian at your local EPA Library. A list of the libraries is available on the system's HELP Screen.

Number For Dial-In Access: (919) 541-0700

Use these transmission & format settings:

300-9600 baud rate

7 data bits per character

Even Parity

One Stop Bit

To Log-In: Dial into the system. At the first system prompt, type **IBMPSI**. At the second system prompt, type **OLS**.

To Log-Out: Type **Q** or **QUIT** at the system prompt.

OLS DATABASES

N National Catalog - lists the holdings of the EPA libraries nationwide (as listed in OCLC), including books, reports, conference proceedings and journal titles, and also contains citations and summaries of EPA reports as listed by NTIS.

H Hazardous Waste - contains citations and summaries for key materials on hazardous waste, including reports from EPA and other government agencies, commercially published books, legislation, regulations, and EPA policy and guidance documents. [Est. 1986]

L Clean Lakes - contains citations and summaries of journal articles, conference papers, reports from EPA and other government agencies, on topics relating to lake management, protection and restoration. [Est. 1988]

T Translations - contains brief citations for scientific and technical documents, journal articles, and conference papers that have been translated by the EPA translation service. [Est. 1972]

CH Chemical Collection System - contains citations for journal articles, book chapters, encyclopedia articles, and scientific and technical reports by EPA and other government agencies about chemicals.

1 EPA Region 1 - contains citations for books and reports owned by the Region 1 Library in Boston. It is maintained by Region 1 Library staff.

4 EPA Region 4 - contains citations for books and reports owned by the Region 4 Library in Atlanta. No new records are currently being added to this file.

9 EPA Region 9 - contains citations for books and reports owned by the Region 9 Library in San Francisco. No new records are currently being added to this file.

C Climatic Change - contains citations, primarily journal articles, relating to global warming and other climate change issues.

USER SUPPORT:

- ✓ Call EPA's National Computer Center for technical system assistance (help with anything that happens before you type "OLS" at the system prompt) at 1-800-334-2405.
- ✓ Contact the EPA Library In Research Triangle Park, NC for the *OLS User Guide* and other system documentation at (919) 541-2777.

SEARCH OPTIONS	SEARCH TIPS & TRICKS
<p>The OLS search options correspond to fields in the various databases. To search for items with information in a particular field, use the following two-letter options:</p>	<ul style="list-style-type: none"> ▲ Use the wildcard character "*" to truncate a word or phrase. Ex. env* prot* agency or "Hazard
<p>AU Enter the author's whole name, or if the complete name is not known, users may search with the surname, first name, or initials. Format is irrelevant; OLS searches all parts of the name separately.</p>	<ul style="list-style-type: none"> ▲ Search numbers without leading zeros. Ex. 514174 (OCLC Number)
<p>CL The format of the call number depends on the way it was originally entered; call numbers vary from one database to another within OLS. It is always wise to end the call number search with a wildcard character "*".</p>	<ul style="list-style-type: none"> ▲ Search strings containing blanks MUST be enclosed in double quotation marks. Ex. "john muir" or "QH104.M85 1988"
<p>CS Enter a whole or partial name. OLS searches all corporate source fields.</p>	<ul style="list-style-type: none"> ▲ You may search for year of publication in the format YYYY for a specific year, or YYYY:YYYY for a range of years. Ex. 1990; 1989:1991
<p>KY Enter a keyword or phrase which will be searched in all title, subject and abstract fields simultaneously. Use quotation marks if the phrase includes spaces.</p>	<ul style="list-style-type: none"> ▲ When searching numeric fields such as the year of publication, you can search for a set of values defined by the following logical operators: Greater Than (GT); Less Than (LT); Greater Than or Equal to (GE); Less Than or Equal to (LE); or Equal to (EQ).
<p>RN Enter the entire number, if known. Enter only the beginning letters of the report if searching for all reports from a specific agency. Spaces and punctuation may be omitted. It is wise to use a wildcard character "*" at the end of the search statement.</p>	<ul style="list-style-type: none"> ▲ You may "stack" some commands: Ex. #1: H TI H AU - will provide information on title searching and then on author searching without returning to the Patron Menu in between. Ex. #2: TI "silent spring" - will begin the search with one step.
<p>TI Enter a word, phrase or complete title, omitting articles such as "a" or "the". Use quotation marks if the phrase includes spaces.</p>	<ul style="list-style-type: none"> ▲ When searching using call numbers, it is wise to end the search with a wildcard "*", because not all call numbers include the date. Ex. QH104*
<p>YR Enter a four-digit publication year. It is possible to use a wildcard character "*", but the resulting search will be extremely slow.</p>	<ul style="list-style-type: none"> ▲ When searching report numbers, spaces and punctuation marks may be omitted from the search request. It is wise to use the wildcard "*" as the last character in the request. Ex. epa540*

FREQUENTLY USED COMMANDS

C or CLEAR	to clear the space used to display up to 16 searches.	SP	to set session parameters; limit search to local library holdings or view abstracts with citations.
D	to display a list of sets or items; also used to combine sets.	T	to go to the top of the Main Title List (search results).
H or HELP	to get more information about a particular option on one of the system menus.	V or VIEW	to look at a record or records.
M	to return to Patron Menu.	NOTE: Users must use the print and capture capabilities of their communications software (Crosstalk, Smartcom, Procom, etc.) to print or download information from OLS. Consult your software manual for assistance.	
Q or QUIT	to exit the system.		

STIS:

Free Online Information on the National Science Foundation

The National Science Foundation (NSF) Now Has An Electronic Publishing System Called "STIS" — The Science And Technology Information System. Anyone Can Use It To Get Fast, 24-hour Data On Many NSF Activities.

How Does It Work?

With STIS, you need only a personal computer and a modem, or access to Internet, the computer network linking thousands of researchers and others.* You can electronically search keywords, topics, or phrases, then read and print out the materials you want. They cover science, mathematics, engineering, and technology activities supported by NSF, with new materials added weekly. STIS has online "help" screens, and up to 10 people can be on the system at the same time. Users pay a phone charge only if calling long distance.

What Kind Of Data Does STIS Offer?

- NSF program announcements and "how-to" grants booklet
- grant lists and summaries
- press releases, feature stories, tipsheets for the media
- newsletters and periodicals (e.g., NSF Bulletin, NSF Directions)
- catalogs and directories (annual Guide to Programs, NSF telephone book)
- vacancy announcements, NSF organizational information
- news on international science and technology
- NSF Annual Report, National Science Board special reports

When Is STIS Available?

There are no limited hours of access, and there's no need to register in advance or get a password. STIS is open to all.

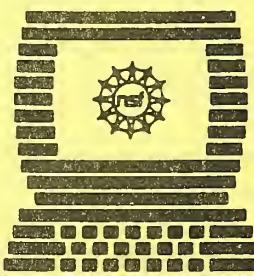
For More Information

Request the STIS basic instruction flyer (NSF 91-10) from pubs@nsf.gov (internet) or pubs@nsf (Bitnet). Log on as described below.* For additional help, contact:

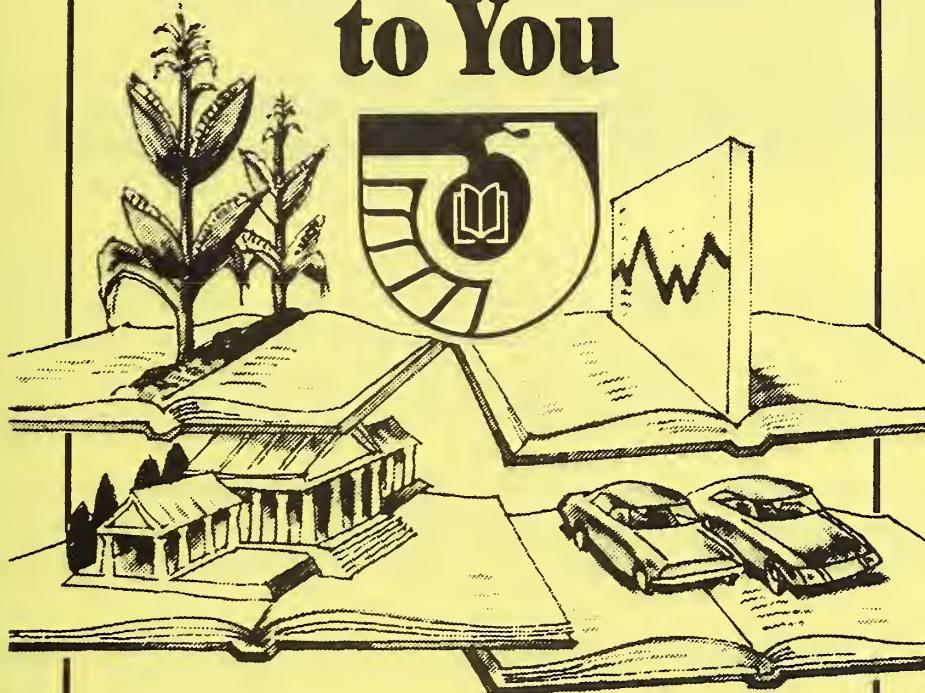
Dr. STIS
National Science Foundation
Rm 401 (Office of Information
Systems)
1800 G St. NW
Washington, DC 20550

Phone: (202)357-7555
FAX: (202)357-7663
TDD: (202)357-7492
(Telephonic Device for the Deaf)

* Dial in at 1200, 2400, or 9600 Baud. Set Parity=Even, Data Bits=7, Duplex=Full, and Emulation=VT-100. Use phone numbers (202) 357-0359 or (202) 357-0360. At "connect," press: [enter] [.][enter]. At "login," type: [public]. On the Internet, type [telnet stis.nsf.gov] or [telnet 128.150.195.40]. At "login," type: [public]. Access to files using e-mail is also available (e.g., for Bitnet users).



Bringing Government Information to You



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